



CALIFORNIA DEPARTMENT OF EDUCATION
SCHOOL FACILITIES PLANNING DIVISION

Form SFPD 4.17 (New May 2008)

SUBMISSION REQUIREMENTS FOR SITE AND PLAN SUPERCEDE APPROVALS

Effective May 1, 2008, this form (SFPD 4.17) is to be used by Local Educational Agencies (LEA) to request a supercede approval letter for a site or plan previously approved by the California Department of Education (CDE), School Facilities Planning Division (SFPD) when there is a change in either: 1) the master plan or project capacity, or 2) the scope of the plans such as, but not limited to, a change in the size, number, type or location of buildings. Supercede requests to change only information, such as updating net usable acres, when there is not also a change as specified above, may continue to be requested directly from the CDE without using this form. In such cases, the LEA will be asked to provide supporting documentation specific to the supercede request.

The purpose of the form is to assist the CDE in reviewing educational program impacts and compliance with *Title 5, Division 1, Chapter 13, Subchapter 1* of the *California Code of Regulations (CCR)* when changes are proposed to a previously approved site or plan. The form also provides a structure for an LEA to use when evaluating and addressing the program effects of a scope change.

The supercede approval letter resulting from this process may also be used by the LEA to document facility changes approved by the CDE, if the LEA is required to do so in completing the Project Information Worksheet required by the Office of Public School Construction (OPSC).

LEAs are encouraged to contact the CDE field representative assigned to their area as soon as a change to a previously approved site or plan is proposed so that the CDE evaluation and approval may occur in a timely manner.

Submit the required documents, along with any required plans or updated to the following address:

California Department of Education
School Facilities Planning Division
1430 N Street, Suite 1201
Sacramento, CA 95814

For more information, visit the School Facilities Planning Division Web site at <http://www.cde.ca.gov/ls/fa> or call 916-322-2470.



CALIFORNIA DEPARTMENT OF EDUCATION
SCHOOL FACILITIES PLANNING DIVISION

Supercede Request
Form SFPD 4.17 (New May 2008)

County	Project Tracking Number										
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Local Educational Agency (LEA)	School										

Please check the appropriate box(es):

- ☐ **A. Supercede Site Approval Request —Complete Part A**
For previously approved sites for which there is a request for a change in the master plan capacity of the site.
- ☐ **B. Supercede Plan Approval Request—Complete Part B**
For previously approved new construction plans for which there is a change in the project capacity and/or master plan capacity of the project.
- ☐ **C. Supercede Request for Reducing the Scope of a Project—Complete Part C**
For previously approved new construction plans not yet submitted the State Allocation Board for funding consideration in which there is a request for a change in the scope of the project. The change in the scope can be a reduction in the capacity or the number, type and location of buildings.
- ☐ **D. Other – Contact the CDE Field Representative assigned to your LEA**

Introduction and Background

Increasing the Master Plan Capacity (MPC) of a school can create numerous impacts on a school. For example, adding additional classrooms may result in the school's cafeteria and library no longer being adequate to serve the students. Likewise, reducing the scope of a project, such as deleting a library or reducing the size of a multi-purpose room, can also impact the delivery of the LEA adopted educational program.

This form is to help LEAs and the CDE assess the impacts of changing the scope of a previously approved project. The SFPD will evaluate compliance with *Title 5, California Code of Regulations*, sections 14001 to 14036 related to School Facilities and Construction, including site selection and school facilities design and construction. If the project is documented to meet *Title 5* standards a supercede letter will be issued.

Master plan capacity is defined as: "The maximum number of students enrolled at a school at one time on build-out of the school". For schools operating on a multitrack-year round education program, off-track students are not included.

Supercede Request
Form SFPD 4.17, Part A (New May 2008)

LEA and School name	Project Tracking Number <div></div> <div></div> <div></div> <div></div> <div></div> <div>—</div> <div></div> <div></div> <div></div>
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A. Supercede Site Approval Request

If the LEA requests a supercede site approval letter to change the MPC, the LEA shall provide the following:

- Copy of original site approval letter or most recent supercede approval letter.
- Revised Form 4.02 indicating proposed change to the MPC.
- Updated LEA contact information on the Form 4.02 if applicable.
- Revised site plan reflecting the proposed facilities, including future buildings, and open spaces needed based on the revised MPC, and indicating gross and/or net acres.
- Written confirmation of whether LEA's previously adopted California Environmental Quality Act (CEQA) document is still valid for the increased master plan and if not, whether the proposed MPC increase is covered by another adopted CEQA document or will be addressed in a future CEQA action.
- If the site is equal to or less than 70% of the CDE recommended size, a revised physical education justification is required. SFPD will calculate the CDE recommended site size based on the new MPC.
- If the site is less than or equal to 50% of the CDE recommended size, the Small School Site policy applies. SFPD will calculate the CDE recommended site size based on the new MPC.

Note: If a supercede approval for the plans associated with the site is also needed, see Part B.

Supercede Request
Form SFPD 4.17, Part B (New May 2008)

LEA and School name	Project Tracking Number									
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B. Supercede Plan Approval Request

If the LEA requests a supercede plan approval letter to increase the project scope and/or the MPC, the LEA shall provide the following:

- Copy of original plan approval letter or most recent supercede approval.
- Revised Form 4.07 to reflect proposed changes to the MPC, updated LEA contact information if applicable, and any other changes in the information provided in the original Form 4.07.
- Revised site plan and all applicable changed plan pages reflecting the facilities, including proposed and future buildings, and open spaces needed based on the revised MPC and indicating gross and/or net acres.
- Written confirmation of whether LEA's previously adopted CEQA document is still valid for the increased master plan and if not, whether the proposed MPC increase is covered by another adopted CEQA document or will be addressed in a future CEQA action.
- Completed Supercede Request Form 4.17 Page 1 and Part B.
- If the site is equal to or less than 70% of the CDE recommended size, a revised physical education justification is required. SFPD will calculate the CDE recommended site size based on the new MPC.
- If the site is less than or equal to 50% of the CDE recommended size, the Small School Site policy applies. SFPD will calculate the CDE recommended site size based on the new MPC.

Note: If a supercede approval for the site associated with the plans is also needed, see Part A.

1. All Grade Levels - Future classrooms (<i>Title 5, CCR, Section 14030[a][3]</i>)
Identify where classrooms will be on the campus. Discuss whether the increased project/MPC will require more specialized classrooms, such as kindergarten, art, science, special education, etc. and if so, how the LEA is addressing the issue.
2. All Grade Levels - Multipurpose Room and Cafeteria (<i>Title 5, CCR, Section 14030[k][1]</i>)
Discuss whether the existing dining and assembly space is sufficient for increased project/MPC. If school is an open campus high school, consider percentage of students not eating on campus. If outdoor dining is provided, discuss how indoor and outdoor dining areas will be supervised.

3. All Grade Levels - Administration (<i>Title 5, CCR, Section 14030[k][2]</i>)
Discuss whether the existing administrative space is adequate or if additional counselors, vice-principals, and support staff will be necessary for the increased project/MPC. If so, discuss where offices will be located.
4. All Grade Levels - Library (<i>Title 5, CCR, Section 14030[k][3]</i>)
Discuss whether existing library space is adequate to serve increased project/MPC. If not, discuss how library services will be provided for the increased project/MPC.
5. All Grade Levels - Toilets (<i>Title 5, CCR, Section 14030[n]</i>)
Indicate potential location of any needed toilet facilities for any increased capacity. Refer to <i>Title 5</i> for provision and supervision of restroom facilities and for reference to <i>Title 24 Regulations</i> . Consideration should also be given to staff needs.
6. All Grade Levels - Parking and Drop-Off (<i>Title 5, CCR, Section 14030[b]</i>)
Discuss whether staff and visitor parking, and parent and bus drop-off areas are sufficient to serve the increased project/MPC.
7. Middle and High Schools - Gymnasium (<i>Title 5, CCR, Section 14030[j]</i>)
Discuss whether the gymnasium (if any) has sufficient capacity to serve the increased project/MPC, and whether the increased project/MPC creates the need for larger or second gym. If yes, identify location.
8. Middle and High Schools - Shower/Locker Rooms (<i>Title 5, CCR, Section 14030[g][2]</i>)
Discuss whether the number of showers and lockers is sufficient for the number of students participating in physical education.
9. High Schools - Student Parking (recommended)
Discuss whether the student parking lot is sufficient for increased project/MPC.

I certify, as the local educational agency representative, that the information reported on this form and supporting documents submitted to the CDE are true and correct.

Name of Authorized Local Educational Agency Representative

Title

Signature of Authorized Local Educational Agency Representative

Date

Supercede Request
Form SFPD 4.17, Part C (New May 2008)

LEA and School name	Project Tracking Number									
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C. Supercede Request for Reducing the Scope of a Project

If a LEA requests a supercede plan approval letter to reduce the scope of a project, including non-classrooms buildings such as libraries and multiple purpose room, whether the MPC is increased or not, the LEA shall provide the following:

- Copy of original plan approval letter or most recent supercede approval letter.
- Revised Form 4.07 to reflect proposed changes to the MPC, updated LEA contact information if applicable, and any other changes in the information provided in the original Form 4.07.
- Revised site plan and all applicable changed plan pages reflecting the reduced project scope and indicating gross and/or net acres.
- Written confirmation of whether LEAs previously adopted CEQA document is still valid for the revised project scope, and if not, whether the revised project scope is covered by another adopted CEQA document or will be addressed in a future CEQA action.
- Completed Supercede Request Form 4.17 Page 1 and Part C.
- If the site is equal to or less than 70% of the CDE recommended size, and the revised project scope reduces the area used for physical education, an updated physical education justification is required.
- If the site is less than or equal to 50% of the CDE recommended size, and the revised project scope reduces the area originally included in the Small School Site worksheet, an updated Small School Site Worksheet is required.

1. All Grade Levels - Multipurpose Room and Cafeteria
(*Title 5, CCR, Section 14030[k][1]*)

If reducing the size of, relocating, or eliminating the multipurpose room or cafeteria, discuss the effect on student dining and assembly. If the school is an open campus high school, consider the percentage of students not eating on campus. If outdoor dining is provided, discuss how indoor and outdoor dining areas will be supervised.

2. All grade Levels - Administration (*Title 5, CCR, Section 14030[k][2]*)

If reducing the size of or relocating administrative space, discuss the effect on the overall operation of the site.

3. All Grade Levels - Library (<i>Title 5, CCR, Section 14030[k][3]</i>)
If reducing the size of, relocating, or eliminating the library, discuss the effect on the overall operation of the site.
4. All Grade Levels - Parking and Drop-Off (<i>Title 5, CCR, Section 14030[b]</i>)
If reducing the area of, relocating, or eliminating staff and visitor parking areas or bus and parent drop-off areas, discuss the effect on school operations and/or site design.
5. Middle and High Schools - Gymnasium (<i>Title 5, CCR, Section 14030[j]</i>)
If reducing the size of, relocating, or eliminating the gymnasium, discuss the effect on school operations and/or site design.
6. Middle and High Schools - Shower/Locker Rooms (<i>Title 5, CCR, Section 14030[g][2]</i>)
If reducing the size of, relocating, or eliminating the shower/locker rooms, discuss whether the number of showers and lockers is sufficient for the number of students participating in physical education.
7. High Schools - Student Parking (recommended)
If reducing the area of, relocating, or eliminating student parking, discuss the effect on school operations and/or site design.

I certify, as the local educational agency representative, that the information reported on this form and supporting documents submitted to the CDE are true and correct.

Name of Authorized Local Educational Agency Representative

Title

Signature of Authorized Local Educational Agency Representative

Date